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ABSTRACT

Three bibliographies list resources (most published in the 1980s) for institutions of higher education concerned with foreign student recruitment, admissions, and advising. The annotated bibliography on foreign student recruitment lists 22 references addressing both policy formulation and admissions and recruiting implementation. Source and pricing information is included. The bibliography on foreign students admissions lists approximately 115 resources grouped into the following categories: general; multi-country resources; the World Education Series of the American Association of Collegiate Registrars and Admissions Officers (AACRAO); workshop reports of the AACRAO and the National Association for Foreign Student Affairs; specific country studies; periodicals; and publishers/distributors. Annotations, sources, and prices are usually included. Items recommended for every foreign student admissions office and those recommended for medium or large institutions are noted. The bibliography on foreign student advising lists 103 resources grouped into the following categories: international education and institutional policy; management; program planning and funding sources; financial aid and planning; data management; rules and regulations and procedures affecting foreign students and scholars; counseling; and orientation. References particularly recommended are identified. Annotations, sources, and pricing information are included. (DB)

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[BIBLIOGRAPHY ON FOREIGN STUDENT RECRUITMENT [and] FOREIGN STUDENT ADMISSIONS BIBLIOGRAPHY [and] FOREIGN STUDENT ADVISING: A BIBLIOGRAPHY.]

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BIBLIOGRAPHY ON FOREIGN STUDENT RECRUITMENT

In March 1980, the National Liaison Committee on Foreign Student Admissions (NLC), whose members are the American Association of Collegiate Registrars and Admissions Officers, the College Board, the Council of Graduate Schools, the Institute of International Education and the National Association for Foreign Student Affairs, sponsored a colloquium entitled "Foreign Student Recruitment: Realities and Recommendations." As a result of the colloquium, the Foreign Student Recruitment Information Clearinghouse was established in July 1981, through a grant from the U.S. International Communication Agency (now the U.S. Information Agency). Sponsored by the NLC and housed in the NAFSA Central Office, the Recruitment Clearinghouse gathers and disseminates information on third-party recruiters and placement agencies. The following bibliography has been compiled by the Clearinghouse as a basic list of reference materials for guidance on the recruitment of foreign students.

The first section of the bibliography deals with references that address the issues of planning and formulation of policy with respect to foreign students and foreign student recruitment. The second section lists references that concern the implementation of a foreign student admissions and recruitment plan.

1. **Policy Formulation**

American Council on Education. *Foreign Students and Institutional Policy: Toward an Agenda for Action.* Washington, DC: American Council on Education, 1982. 72 pages. A report of the American Council on Education's Committee on Foreign Students and Institutional Policy. Composed mainly of college and university presidents, the committee aimed its report at chief executive officers of academic institutions and offers "action-oriented advice for policy makers." (Single copy $5.00*, American Council on Education, 1 Dupont Circle, Washington, DC 20036)

Barber, Elinor and Battle, Edward. *A Survey of Policy Changes: Foreign Students in Public Institutions of Higher Education.* New York: Institution of International Education (IIE), 1983. 13 pages. A report on a survey dealing with foreign student services, tuition and admission at 1,500 public institutions of higher education. The report also contains notes on foreign student policy actions of state legislatures and state higher authorities. (Single copy free, Institute of International Education, 809 United Nations Plaza, New York, NY 10017)

Goodwin, Craufurd D. and Nacht, Michael. *Absence of Decision: Foreign Students in American Colleges and Universities.* New York: Institute of International Education, 1983. 49 pages. Subtitled, *A Report on Policy Formation and the Lack Thereof,* this report examines foreign student policy formation within a variety of institutions in three states. More of a narrative report of interviews than rigorous scientific research, the volume challenges policy makers to give more serious thought to foreign student issues. (Only one copy per request, free of charge, IIE).

Jenkins, Hugh et. al. *Educating Students from Other Nations.* San Francisco: Jossey-Bass, 1983. 362 pages. A general review of issues relating to the education of foreign students in the U.S., the volume contains a chapter on recruitment which examines in detail recommended steps in establishing a recruitment program and addresses the matter of unethical recruiting. (Single copy $22.95*, Jossey-Bass, Inc. Publishers, 433 California Street, San Francisco, CA 94104)

National Association for Foreign Student Affairs. *NAFSA Policy Statement on International Educational Exchange.* Washington, DC: National Association for Foreign Student Affairs (NAFSA), 1980. 1 page. Calls for increased status of international education within institutions and issues an appeal for greater coordination among associations involved in the field. (Single copy free, NAFSA, 1860 19th Street, N.W., Washington, DC 20009)

National Association for Foreign Student Affairs. *NAFSA Principles for International Educational Exchange.* Washington, DC: National Association for Foreign Student Affairs, 1981. 15 pages. A listing of principles embodied within NAFSA's program of Self-Regulation developed by its Task Force on Standards and Responsibilities. General principles for institutions as well as detailed principles for the various components of international educational exchange, including admissions and recruitment, are offered. (Single copy $1.00*, NAFSA)

National Association for Foreign Student Affairs. *Standards and Responsibilities in International Educational Interchange.* Washington, DC: National Association for Foreign Student Affairs, 1981. 21 pages. Part of NAFSA's "Guidelines Series," this publication is aimed at the "policy maker and policy implementer." It discusses responsibilities of those involved in study abroad, community activities, ESL, foreign student advising and, to a limited extent, foreign student admissions and recruitment. (Single copy $1.00*, NAFSA)

National Liaison Committee on Foreign Student Admissions. *Foreign Student Recruitment: Realities and Recommendations.* New York: College Board, 1980. 62 pages. The seminal statement on foreign student recruitment, this is a report of the proceedings of a colloquium sponsored by the National Liaison Committee on Foreign Student Admissions, held at Wingspread, Racine, Wisconsin in March 1980. The purpose of the colloquium was to help administrators and faculty come to grips with the complicated and sensitive issues involved in the area of foreign student recruitment. The report includes papers discussing demographic and financial factors and current practices in the recruitment of foreign students which were presented to the participants. Discussion and recommendations resulting from the proceedings also are included, as are a listing of common abuses in recruiting and "criteria for ethical recruitment." (Single copy $6.50*, College Entrance Examination Board Publications, Box 886, New York, NY 10101)

2. **Admissions and Recruiting Implementation**

American Association of Collegiate Registrars and Admissions Officers, College Board, National Association of College Admissions Counselors and National Association of Secondary School Principals. *Joint Statement of Good Practice in College Admissions and Recruitment.* New York: College Board, 1978. 2 pages. A detailed listing of principles relating to general admissions and recruitment, the statement is also applicable for foreign recruitment. In addition to listing principles related to colleges and universities, principles for schools and community agencies are also offered. (Single copy free, NAFSA)

American Association of Collegiate Registrars and Admissions Officers (AACRAO) for the Agency for International Development/Office of International Training. *No Two Alike: The Comparability Question in Foreign Student Admissions (expanded version).* Agency for International Development (AID): Washington, DC: 1983. 26 pages. A good, although brief, introduction to the field of foreign student admissions. No specific discussion of recruitment is offered. (Single copy free, Hattie Jarmon, Education Specialist, Office of International Training, AID, Washington, DC 20523)

College Entrance Examination Board. *Guidelines for the Recruitment of Foreign Students.* New York: College Board 1978. 19 pages. Designed for use by all levels of institutions in the United States. The guidelines deal with subjects such as institutional commitment, establishing and enhancing recruitment programs, recruitment literature and conducting a foreign student recruitment tour. In addition, the publication contains listings of associations, agencies and schools of interest; key references for credentials evaluations; useful publications; and overseas centers of information. (Single copy free, the College Board)

Institute of International Education. *Open Doors 1983-84.* New York: Institute of International Education, 1984. 187 pages. A comprehensive census of foreign students in the U.S. showing nationality, distribution by world regions, countries of origin, fields of study and numerous other characteristics. Comparative figures from previous years are also included. (Single copy $22.95*, IIE)

Institute of International Education. *Profiles: The Foreign Student in the United States.* New York: Institute of International Education, 1983. 179 pages. A complementary volume to *Open Doors.* By examining the basic information from *Open Doors, Profiles* provides readers with a preliminary market research report and can be an important tool in recruitment. (Single copy $22.95*, IIE)

National Association for Foreign Student Affairs. *Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars.* Washington, DC: National Association for Foreign Student Affairs, 1982. 120 pages. A comprehensive review and explanation of federal regulations. An invaluable aid for those involved in the issuance of immigration forms. (Single copy $2.00*, NAFSA)

National Association for Foreign Student Affairs. *Emendations, Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars.* Washington, DC: National Association for Foreign Student Affairs, 1983. 102 pages. An update of important recent modifications to federal regulations. (Single copy $5.00*, NAFSA)

National Association for Foreign Student Affairs Admissions Section. *Foreign Student Admissions Bibliography.* Washington, DC: National Association for Foreign Student Affairs, 1983. 4 pages. An annotated listing of both general and specific references relating to foreign student admissions. (Single copy free, NAFSA)

National Liaison Committee on Foreign Student Admissions. *Foreign Student Recruitment Information Clearinghouse Brochure.* Washington, DC: National Association for Foreign Student Affairs, 1984. 2 pages. A description of the activities of the Clearinghouse, the brochure reprints a list of common abuses in foreign student recruitment and "the criteria for ethical recruitment." (Single copy free, NAFSA)

Ohio College Association. *Code of Ethical Practice for Foreign Student Recruitment and Admissions.* Columbus: Ohio College Association, 1979. 1 page. In addition to the *Code of Ethical Practice,* this statement provides a listing of the kind of information that should be provided to prospective foreign applicants. (Single copy free, NAFSA)

Silny, Josef. *"To Recruit or Not to Recruit?" NAFSA Newsletter,* Vol. 35 No. 1 (1983). 2 pages. A discussion of the University of Miami's experiences in foreign recruiting. Some examples of effective techniques are included. (Single copy free, NAFSA)

Stedman, Joann. *"Professional Concerns in International Recruitment," NAFSA Newsletter,* Vol. 35 No. 5 (1984). 2 pages. Speaks to the importance of thorough preparation before undertaking overseas recruitment travel and discusses some of the important differences between domestic and foreign recruiting. (Single copy free, NAFSA)

National Liaison Committee on Foreign Student Admissions. *Credentials Evaluation Project Brochure.* Washington, DC: National Association for Foreign Student Affairs, 1984. 2 pages. Describes the credentials evaluation project sponsored by the National Liaison Committee on Foreign Student Admissions. (Single copy free, NAFSA)

National Liaison Committee on Foreign Student Admissions. *Directory of Overseas Advising Offices.* New York: College Board, 1984. A complete mailing list of overseas education advisers. Invaluable for the distribution of catalogs and other informational materials overseas. (Single copy $7.00*, College Board)

**payment must accompany orders*

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FOREIGN STUDENT ADMISSIONS BIBLIOGRAPHY

National Association for Foreign Student Affairs
Admissions Section (ADSEC)

This bibliography, compiled by NAFSA's Admissions Section (ADSEC), lists information relating to the admission and placement of foreign students in U.S. educational institutions. Bibliographies pertaining to other aspects of international educational exchange (such as the teaching English as a foreign language, intercultural communication, and advising U.S. students on study abroad) are also available from NAFSA.

Costs and order numbers are provided where known. There may be additional shipping, handling, or tax costs that are not listed. Addresses for publishers and distributors of materials appear on the last page if the source is listed for more than one item. In most cases, payment is required in advance.

An asterisk (*) indicates a basic publication that every foreign student admissions office should have. A number sign (#) indicates a publication that might be too expensive for an institution with a small number of foreign students, but which every medium or large institution's library should contain. The remaining publications are those that a well-equipped foreign admissions library should possess.

General

Admissions Strategist: No. 8 "Recruiting in the 1980's." New York: College Entrance Examination Board, 1987. 72 pp. (Available from College Board Publications, address below, #209115, $6.)

The American University: A World Guide. Gregory A. Barnes. Philadelphia: ISI Press, 1984. 196 pp. (ISI Press, 3501 Market St., Philadelphia, PA 19104, $21.95, $14.95 paperback.)
Explains the institutions, structures, and processes of American higher education. Helpful for those in other countries who seek to understand U.S. universities in their cultural context.

Bibliography on Foreign Student Recruitment. Washington, DC: NAFSA, 1984. 2 pp. (Available from NAFSA, address below, single copy free.)
Provides a basic list of reference materials pertaining to the recruitment of foreign students.*

A Bibliography of Reference Materials for Evaluating Foreign Educational Credentials. Washington, DC: American Association of Collegiate Registrars and Admissions Officers (AACRAO) and United States Agency for International Development (U.S.A.I.D.), 1988. 113 pp. (Copies of this item have been distributed to all institutional members of AACRAO. A limited supply is also available to higher education institutions, educational associations, and organizations working with international students. Requests should be put in writing to U.S.A.I.D., address below, free.)
Prepared by AACRAO for the Office of International Training of U.S.A.I.D. Provides bibliographic information concerning reference materials related to the evaluation of foreign educational credentials.*

Directory of Overseas Educational Advising Centers. New York: College Entrance Examination Board, 1988. 141 pp. (Available from College Board Publications, address below, #254145, $9.95.)
Provides the names and addresses of the United States Information Service's student advisers throughout the world. Useful in planning recruitment mailings and visits and for obtaining answers to specific questions concerning an academic institution.*

Diversity, Accessibility, and Quality: A Brief Introduction to American Education for Non-Americans. New York: College Entrance Examination Board, 1986. 36 pp. (Available from College Board Publications, address below, #002504, $6.)
Written primarily for persons in other countries. Gives an overview of the U.S. system of education, including philosophical assumptions, evaluation methods, and quality-control mechanisms.

Educating Students from Other Nations: American Colleges and Universities in International Educational Interchange. Hugh M. Jenkins. San Francisco: Jossey-Bass, 1983. (Jossey-Bass, Inc., 433 California St., San Francisco, CA 94104, $29.95.)
Detailed survey of issues, problems, and practices pertaining to international educational exchange programs at academic institutions in the United States.

Entering Higher Education in the United States: A Guide for Students from Other Countries. New York: College Entrance Examination Board, 1985. 50 pp. (Available from College Board Publications, address below, #221615, sold in packages of 40 copies, $25 per package; single copies available from the College Board Office of International Education, address below, free.)
Booklet of information for students in other countries who wish to begin study in the United States. Revision expected in late 1989.

Financial Planning for Study in the United States. New York: College Entrance Examination Board, 1984. 44 pp. (Available from College Board Publications, address below, #235881, sold in packages of 50 copies, $25 per package; single copies available from the College Board Office of International Education, address below, free.)
Booklet of information concerning finances for students in other countries who wish to study in the United States. Revision expected in late 1989.

Foreign Student Recruitment: Realities and Recommendations. New York: College Entrance Examination Board, 1980. 62 pp. (Available from College Board Publications, address below, #001354, $6.50.)
Proceedings of a colloquium dealing with issues related to foreign student recruitment.

Foreign Student's Certification of Finances. New York: College Entrance Examination Board, 1988. 2 pp. (Available from College Board Publications, address below, #236089, sold only in packages of 100 copies, $25 per package.)
A form designed to elicit financial information from foreign students that is needed for admissions and student-visa purposes.

Foreign Student's Financial Aid Application. New York: College Entrance Examination Board, 1988. 2 pp. (Available from College Board Publications, address below, #236088, sold only in packages of 100 copies, $25 per package.)
A form designed for use by U.S. colleges and universities that offer financial aid to foreign students. It is more appropriate for this purpose than the financial aid forms used for U.S. students.

The Glossary of Foreign Educational Terms. Theodore Sharp, comp. Anchorage: Frank Severy Publishing Company, 1979. 178 pp. (Available from Frank Severy Publishing Company, address below, $17.)
Contains English translations of approximately 4,000 words and phrases used in educational credentials in 16 languages. Recommended for those who cannot afford a comprehensive collection of foreign language dictionaries.

A Guide to the Admission of Foreign Students. Rev. ed. Washington, DC: NAFSA, 1985. 12 pp. (Available from NAFSA, address below, free.)
Provides basic information on foreign admissions procedures. Includes resources available to assist in the admission of foreign students.

Guide to the Foreign Student Information Clearinghouse. New York: College Entrance Examination Board, 1987. (Available from the College Board Office of International Education, address below, #238813, free.)

Describes the work of the clearinghouse sponsored by the National Liaison Committee on Foreign Student Admissions.*

Guide for International Admissions and Evaluation Officers. Rev. ed. Washington, DC: AACRAO, 1985. About 500 pp. (Available from AACRAO, address below, $15.)

Developed by the AACRAO Committee on Admissions, Evaluation, and Placement for use in beginners' workshops. An excellent manual for new admissions officers.*

Guidelines for the Recruitment of Foreign Students. New York: College Entrance Examination Board, 1987. 23 pp. (Available from the College Board Office of International Education, address below, #276016, free.)

Guidelines concerning institutional commitment to international education and the development and improvement of recruiting programs and literature.*

How to Get the Degree You Want. 9th ed. John Bear. Berkeley: Ten Speed Press, 1985. 265 pp. (Ten Speed Press, P. O. Box 7123, Berkeley, CA 94707, $10.70.)

Primarily concerned with institutions that offer non-traditional degree programs. Includes an annotated list of diploma mills from around the world.*

International Students in the United States: A Guide for Secondary School Administrators. Rev. ed. Washington, DC: NAFSA, 1985. 123 pp. (Available from NAFSA, address below, $9.95.)

Provides secondary school administrators with information pertaining to problems related to foreign students, and offers answers to many questions that arise in dealing with students from other countries, such as evaluation of educational credentials, placement at appropriate grade level, placement decisions concerning English language proficiency, U.S. immigration regulations and procedures, registration, school/community orientation, and utilizing foreign students as educational resources. It includes specific country/culture profiles and extensive lists of resource materials and organizations.

National Credentials Evaluation Project Brochure. Washington, DC: NAFSA, 1988. (Available from NAFSA, address below, free.)

Describes the foreign credential evaluation project sponsored by the National Liaison Committee on Foreign Student Admissions, which provides free evaluations to institutions with fewer than 150 foreign students.*

No Two Alike: The Comparability Question in Foreign Student Admissions. Washington, DC: AACRAO and U.S.A.I.D., 1983. 25 pp. (Copies of this item have been distributed to all institutional members of AACRAO. A limited supply is also available to higher education institutions, educational associations, and organizations working with international students. Requests should be put in writing to U.S.A.I.D., address below, free.)

Prepared by AACRAO for the Office of International Training of U.S.A.I.D. There are two versions: one for college and university chief executive officers, academic officers, and deans, and for top government officials involved in international education activities; and one for college and university mid-level managers. The second version (which includes an additional section on resources and comparability problems) is recommended for admissions officers.*

Open Doors: 1987-88. The Interassociational Committee on Data Collection. New York: Institute of International Education (IIE), 1987. 187 pp. (Available from IIE, address below, $32.95.)

Annual census of foreign students in the United States.*

Policy and Practice in the Administration of Foreign Student Finances: Guideline Series 7. Washington, DC: NAFSA, 1983. 28 pp. (Available from NAFSA, address below, $3.95.)

Describes the roles of the admissions, foreign student advising, and financial aid offices in the administration of foreign student finances.*

Profiles: The Foreign Student in the United States. The Interassociational Committee on Data Collection. New York: Institute of International Education, 1983. 180pp. (Available from IIE, address below, $32.95.)

An in-depth profile of foreign students in the United States; this publication complements information provided in *Open Doors.**

Selection and Admission of Foreign Students: Guideline Series 2. Rev. ed. Washington, DC: NAFSA, 1978. 34 pp. (Available from NAFSA, address below, $4.95.)

Basic guide to foreign student admission practices and procedures. Includes a list of relevant agencies.*

Multi-Country Resources

Commonwealth Universities Yearbook 1988. 64th ed. London: Association of Commonwealth Universities, 1988. 3025 pp. (Available from Gale Research Company, address below, $198.)

Published annually. Comprehensive guide to universities in 29 countries of the British Commonwealth. Lists undergraduate and graduate certificates, diplomas, and degrees; requirements for admission; length of program; name of registrar, mailing address, and telephone and telex numbers. Useful for verifying credentials. Recommended for purchase triennially.#

The Country Index. Rev. ed. Vol. 1. Inez Hopkins Sepmeyer, ed. Anchorage: Frank Severy Publishing Company, 1986. 327 pp. (Available from Frank Severy Publishing Company, address below, $66.)

Expanded and updated version of part of *The Country Index (1971).* Contains outlines of the educational systems of 50 countries, plus information on the academic year; grading systems; examinations; certificates, diplomas, and degrees; placement recommendations; and bibliographic references. Useful appendices cover English language proficiency tests, the Caribbean Examinations Council, the European Baccalaureate, the International Baccalaureate, undergraduate transfer-credits from abroad, and "What's His Other Name?"—a guide to understanding individual and family names from 112 countries.*

Directory of African Universities. 3rd ed. Accra: Documentation Centre of the Association of African Universities, 1983. 409 pp. (Documentation Centre of the Association of African Universities, P.O. Box 5744, Accra-North, Ghana.)

Membership directory of the Association of African Universities. Presents detailed information for 69 universities in 35 countries, including lists of degrees and length of programs.

Directory of Development Studies Courses in the Commonwealth. London: Commonwealth Secretariat, 1979. 224 pp. (Available from Commonwealth Secretariat Publications, address below, about $8.)

Provides detailed information concerning academic programs in development administration, development economics, development planning, development studies, education, and rural development in Commonwealth countries.

Directory of Engineering Education Institutions. 3rd ed. Paris: UNESCO, 1986. 303 pp. (UNIPUB, 4611-F Assembly Dr., Lanham, MD 20706, #U1539, $31.)

Provides information concerning higher education institutions in Africa, the Arab States, Asia, Latin America, and the Caribbean that offer academic programs in engineering. Includes names of degrees and the length of programs.#

Directory of Schools of Law in the Commonwealth. London: Commonwealth Secretariat, 1985. 57 pp. (Available from Commonwealth Secretariat Publications, address below.)

Provides information on legal programs in Commonwealth countries, including titles and lengths.

Directory of Technical Teacher Training Facilities in Commonwealth Countries. London: Commonwealth Secretariat, 1982. 64 pp. (Available from Commonwealth Secretariat Publications, address below, about $3.50.)

Provides detailed information concerning technical teacher training programs in 30 British Commonwealth countries.

Education and Training Resources in the Developing Countries of the Commonwealth. London: Commonwealth Secretariat, 1977. 407 pp. (Available from Commonwealth Secretariat Publications, address below, about $6.50.)

Provides detailed information concerning academic programs offered by universities and other institutions of higher education in 34 Commonwealth countries.

Foreign Educational Credentials Required for Consideration of Admission to Universities and Colleges in the United States. 3rd ed. Washington, DC: AACRAO and U.S.A.I.D., 1985. 180 pp. (Copies of this item have been distributed to all institutional members of AACRAO. A limited supply is also available to higher education institutions, educational associations, and organizations working with international students. Requests should be put in writing to U.S.A.I.D., address below, free.)

Prepared by AACRAO for the Office of International Training of U.S.A.I.D. Lists in convenient and consistent form the minimum educational credentials that should be available for applicants from 180 countries.*

The Handbook on the Placement of Foreign Graduate Students. Rev. ed. Washington, DC: NAFSA, 1989. (Available from NAFSA, address below.)

Combination of parts I, II, and III of the former *Graduate Handbook*. Contains educational profiles of 101 countries and 10 Canadian provinces. Each profile includes an educational chart; a list of certificates, diplomas, and degrees; length of programs; grading scales; placement recommendations; and bibliographic references.*

Health Training: A Directory of Commonwealth Resources. London: Commonwealth Secretariat, 1979. 298 pp. (Available from Commonwealth Secretariat Publications, address below, about $8.)

Provides detailed information concerning health-related academic programs at universities and other institutions of higher education in 50 Commonwealth countries.

International Directory of Executive Education. Nancy G. McNulty, ed. New York: Pergamon Press, 1985. 553 pp. (Pergamon Press, Maxwell House, Fairview Park, Elmsford, NY 10523, $125.)

Describes short-term non-degree and long-term degree programs in management in 59 countries.

International Guide to Qualifications in Education. National Equivalence Information Centre. London: Mansell Publishing, 1984. 675 pp. (H. W. Wilson Co., 950 University Ave., Bronx, NY 10452, $90.)

Published in association with the British Council. Provides detailed information for all levels of education in 144 countries, including grading scales. Also a description of the College of Europe, the European Baccalaureate, the International Baccalaureate, the United Nations University, the educational projects of the United Nations Relief and Works Agency, and the examinations administered by the Caribbean Examinations Council, the City and Guilds of London Institute, the former East African Examinations Council, the London Chamber of Commerce and Industry, the University of Cambridge Local Examinations Syndicate, and the West African Examinations Council.#

International Handbook of Education Systems, Vol. I: Europe and Canada. Brian Holmes, ed. Chichester, England: John Wiley and Sons, 1983. 729 pp. (Available from John Wiley and Sons, Inc., address below, $81.95.)

One of three volumes. Provides general and comparative information about educational systems in more than 60 countries, including the historical development and the social and economic structures of each country. Series does not include Great Britain, the United States, and the USSR.

International Handbook of Education Systems, Vol. II: Africa and the Middle East. John Cameron and Paul Hurst, eds. Chichester, England: John Wiley and Sons, 1983. 896 pp. (Available from John Wiley and Sons, address below, $81.95.)

Second of three volumes (see above).

International Handbook of Education Systems, Vol. III: Asia, Australasia, and Latin America. Robert Cowen and Martin McLean, eds. Chichester, England: John Wiley and Sons, 1984. 844 pp. (Available from John Wiley and Sons, address below, $85.)

Third of three volumes (see above).

International Handbook of Universities and Other Institutions of Higher Education. 11th ed. New York: Stockton Press, 1988. 1264 pp. (Available from Stockton Press, address below, $180.)

Published triennially by the International Association of Universities. Comprehensive guide to higher education in countries outside of the British Commonwealth. It lists undergraduate and graduate degrees; requirements for admission; length of program; mailing address and telephone number. Useful for verifying credentials.#

Nursing in the World. 2nd ed. Tokyo: International Nursing Foundation of Japan, 1986. 491 pp. (International Nursing Foundation of Japan, 1-32, 4 Chome, Kudankita, Chiyoda-Ku, Tokyo, $71.)

Description of nursing education in 94 countries, including length of programs, qualifications awarded, and some sample curriculums.

Training for Agricultural Development: A Directory of Commonwealth Resources. London: Commonwealth Secretariat, 1985. 288 pp. (Available from Commonwealth Secretariat Publications, address below, about $20.)

Provides detailed information concerning secondary and postsecondary short-term non-academic and long-term academic programs in agriculture in 42 Commonwealth countries.

Training in Public Administration: A Directory of Commonwealth Resources. 2nd ed. London: Commonwealth Secretariat, 1986. 445 pp. (Available from Commonwealth Secretariat Publications, address below, about $14.)

Provides detailed information concerning secondary and postsecondary short-term non-academic and long-term academic programs in public administration in 36 Commonwealth countries.

Training for Public Enterprise Management: A Directory of Commonwealth Resources. London: Commonwealth Secretariat, 1981. 468 pp. (Available from Commonwealth Secretariat Publications, address below, about $8.)

Provides detailed information concerning secondary and postsecondary short-term non-academic and long-term academic programs in management and public administration in 45 Commonwealth countries.

World Directory of Engineering Schools. 2nd ed. Easton, CT: Geographics, 1980. 173 pp. (Geographics, Box 133, Easton, CT 06612, $28.95.)

List of engineering educational institutions, addresses, and programs offered.

The World of Learning 1988. 38th ed. London: Europa Publications, 1988. 1900 pp. (Available from Gale Research Company, address below, $220.)

Published annually. Includes information concerning higher education institutions in 154 countries plus Bermuda, the Faeroe Islands, French Overseas Departments and Territories (French Guiana, French Polynesia, French Southern and Antarctic Territories, Guadeloupe, Martinique, New Caledonia, and Réunion), Gibraltar, Hong Kong, and Macau. Recommended for purchase triennially.

World List of Universities, Other Institutions of Higher Education, and University Organizations. 16th ed. London: Stockton Press, 1985. 618 pp. (Available from Stockton Press, address below, $70.)

Compiled every two years by the International Association of Universities. Lists name, address, and date of establishment of higher education institutions in 157 countries, plus the European University Institute and the United Nations University.

World Patterns of Seventh-Day Adventist Education, 4th rev. Washington, DC: General Conference of Seventh-Day Adventists, 1985. 189 pp. (Central Departmental Services, General Conference of Seventh-Day Adventists, 6840 Eastern Ave., N.W., Washington DC 20012, #EDG1180, $5 plus shipping and handling.)

Contains descriptions of the educational systems of 127 countries in which Seventh-Day Adventist schools are located, plus detailed information concerning these schools.

AACRAO World Education Series

The World Education Series (WES) volumes published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) are comprehensive, in-depth studies of the educational systems of particular countries, geographic areas, or fields of study. They include formal placement recommendations. (Available from AACRAO, address below, prices vary.)*

Arab Republic of Egypt	1988	$15
Australia	1983	$ 5
Austria	1987	$10
Belgium	1985	$ 5
Colombia	1984	$ 3
Dominican Republic	1987	$ 8
Federal Republic of Germany	1986	$15
France	1988	$15
Greece	1982	$ 2
Haiti	1985	$ 5
Indonesia	1979	$ 4
Iraq	1988	$15
Italy	1981	$ 2
Jordan	1969	$ 1
Malaysia	1986	$10
Mexico	1982	$ 4
Netherlands	1984	$ 4
New Zealand	1981	$ 2
Peru	1983	$ 2
Saudi Arabia	1987	$ 8
Southern Africa	1980	$ 6
Spain	1975	$ 2
Switzerland	1981	$ 2
United Kingdom: Medical Laboratory Science, Occupational Therapy, Physiotherapy	1980	$ 6

The World Education Series also includes "placement guides," briefer reports designed for use with volumes published a decade ago by the U.S. Office of Education. (Available from AACRAO, address below, prices vary.)

Out-of-print WES volumes and placement guides are available on microfilm from University Microfilms International, Box 1467, Ann Arbor, MI 48106. For a list of out-of-print publications available from this source, order numbers, and prices, see the inside back cover of any recent WES volume.

AACRAO/NAFSA Workshop Reports

A series of admissions workshops (most of which have been sponsored by a joint AACRAO/NAFSA committee known as Projects for International Education Research [PIER, formerly JCOW]) has produced reports that provide charts of the educational systems covered, grading systems, and admission and placement recommendations. (Available from NAFSA, address below, prices vary.)*

The Admission and Academic Placement of Students from Bahrain, Oman, Qatar, United Arab Emirates, Yemen Arab Republic. J.K. Johnson, ed. 1984. 114 pp. $7.95

The Admission and Placement of Students from Bangladesh, India, Pakistan, Sri Lanka. Leo J. Sweeney and Valerie Woolston, eds. 1986. 384 pp. $10.95.

The Admission and Placement of Students from Central America: Belize, Costa Rica, El Salvador, Guatemala, Honduras, Panama. Caroline Aldrich-Langen and Kathleen Sellew, eds. 1987. 237 pp. $12.00.

The following out-of-print workshop reports are available from EDRS, address below. Prices vary.

The Admission and Academic Placement of Students from the Caribbean: A Workshop Report (British-Patterned Education, Cuba, the Dominican Republic, Dutch-Patterned Education, the French West Indies, Haiti, Puerto Rico, and the U.S. Virgin Islands). Cynthia Fisht, ed. 1974. 198 pp (ED086111)

The Admission and Academic Placement of Students from Hong Kong, Malaysia, Philippines, Singapore. Homer Higbee and Marjorie K. Winters, eds. 1980. 237 pp. (ED198768)

The Admission and Academic Placement of Students from Nordic Countries: A Workshop Report (Denmark, Finland, Iceland, Norway, Sweden). Cliff Sjogren, ed. 1974. 104 pp. (ED090892)

The Admission and Academic Placement of Students from Selected Arab Countries: A Workshop Report. (Egypt, Jordan, Kuwait, Saudi Arabia). Kathleen Brusick, ed. 1975. 107 pp. (ED125492)

The Admission and Academic Placement of Students from Selected Countries of Latin America: A Workshop Report (Argentina, Chile, Ecuador, Peru). Joel B. Slocum, ed. 1971. 123 pp. (ED084992)

The Admission and Academic Placement of Students from Selected South American Countries: A Workshop Report (Brazil, Bolivia, Paraguay, Uruguay). Caroline Aldrich-Langen, ed. 1978. 150 pp. (ED214451)

The Admission and Academic Placement of Students from Selected Sub-Saharan African Countries: A Workshop Report (Botswana, Ethiopia, the Gambia, Ghana, Ivory Coast, Kenya, Lesotho, Liberia, Malawi, Mali, Nigeria, Senegal, Sierra Leone, Swaziland, Tanzania, Togo, Uganda, Zaire, Zambia). Cynthia Wise, ed. 1974. 258 pp. (ED096936)

The Admission and Placement of Students from Latin America: A Workshop Report (Brazil, Central America, Colombia, Venezuela). Lee Wilcox, ed. 1969. 96 pp. (ED214449)

The Admission and Placement of Students from the Pacific-Asia Area: A Workshop Report (Australia, Ceylon, Hong Kong, India, Malaysia, New Zealand, Pakistan, Singapore, Okinawa and Pacific Islands). Sanford C. Jameson, ed. 1970. 93 pp. (ED084991)

The Evaluation of Asian Educational Credentials: A Workshop Report (India, Japan, the Philippines, Taiwan). Lee Wilcox, ed. 1966. 69 pp. (ED084990)

Report of the Training Workshop on the Evaluation of Asian Educational Credentials (Vietnam, Laos, Cambodia, Thailand, Indonesia, Korea). Richard Dremuk, ed. 1968. About 124 pp. (ED071507)

Other Country Studies

Australia:

A Directory of Higher Education Courses, 1986. Canberra: Australian Government Publishing Service, 1985. 173 pp. (Department of Education and Youth Affairs, P.O. Box 826, Woden, A.C.T. 2606, Australia.)
Published annually. Provides information on undergraduate and postgraduate courses offered by institutions of higher education, including admission requirements and length of programs.

Canada:

Directory of Canadian Universities, 1986-87. Kimberley Allen, ed. Ottawa: Association of Universities and College of Canada, 1986. 402 pp. (Publications Office, Association of Universities and College of Canada, 151 Slater St., Ottawa, Ontario K1P 5N1, Canada. Third class mail, Canada, $12.50, United States, $15, other countries, $18, add $3 for first class mail. [Prices for this item listed in Canadian dollars.])
The Association of Universities and Colleges of Canada's membership directory. Contains detailed descriptions of Canadian institutions and their admissions requirements, grading systems, and degree programs.*

China:

Education in the People's Republic of China and U.S.-China Exchanges. Linda A. Reed. Washington, DC: NAFSA, 1988. 197pp. (Available from NAFSA, address below, $12.95.)

Higher Education and Research in the People's Republic of China: Institutional Profiles. Thomas Fingar. Washington, DC: Committee on Scholarly Communication with the People's Republic of China and NAFSA, 1981. 277 pp. (Available from EDRS, address below, ED214448.)

Provides brief descriptions of universities and university-level institutions in China.*

Germany (East):

Higher Education in the German Democratic Republic. H. J. Schulz. Bucharest: Centre Europeen pour l'Enseignement Superieur, 1983. 77 pp. (European Centre for Higher Education, Palais Kretukescu, Str. Stirbei Voda 39, Bucharest, Romania. $5.)

Germany (West):

The Educational System in the Federal Republic of Germany. New York: College Entrance Examination Board, 1979. 160 pp. (Available from College Board Publications, address below, #223413, $7.)

Describes the educational system of West Germany.

The Educational System in the Federal Republic of Germany: Governance, Structures, Courses. Bonn: Foreign Office of the Federal Republic of Germany, 1982. 171 pp. (Available from the German Academic Exchange Service, address below, free.)

Presents a detailed report on the elementary, secondary, and postsecondary institutions of Germany.*

Studies at Fachhochschulen. Bonn: Deutscher Akademischer Austauschdienst, 1980. 142 pp. (Available from the German Academic Exchange Service, address below, free.)

Studies at Universities. Bonn: Deutscher Akademischer Austauschdienst, 1981. 97 pp. (Available from the German Academic Exchange Service, address below, free.)

Great Britain:

British Qualifications. 18th ed. London: Kogan Page, 1988. 716 pp. (Nichols Publishing Co., PO. Box 96, New York, NY 10024, $57.50.)

Provides detailed information about educational and professional qualifications in more than 200 fields and professions.

Directory of Schools of Medicine and Nursing: British Qualifications and Training in Medicine, Dentistry, Nursing, and Related Professions. Laidon Alexander. London: Kogan Page, 1983. 712 pp. (Kogan Page, 120 Pentonville Rd., London N1 9JN, England.)

The Education Authorities Directory and Annual, 1988. Merstham, England: School Government Publishing, 1988. 1272 pp. (School Government Publishing, Darby House, Bletchingley Rd., Merstham, Redhill, RH1 3DN, England, about $58.)

Provides information about middle and secondary schools, colleges of further education, polytechnics, universities, and other educational institutions in England, Northern Ireland, Scotland, Wales, the Channel Islands, and the Isle of Man.

Education in Britain. London: Central Office of Information, 1987. 182 pp. (British Information Services, 845 3rd Ave., New York, NY 10022, free.)

Describes the organization of education in Great Britain.*

Polytechnic Courses Handbook: England and Wales. 1987-88. 16th ed. London: Committee of Directors of Polytechnics, 1986. 460 pp. (Committee of Directors of Polytechnics, 309 Regent St., London W1R 7PE, England, about $13.50.)

Contains descriptions of the programs offered by British polytechnics.

India:

Universities Handbook India, 1985-86. 23rd ed. New Delhi: Association of Indian Universities, 1985. 1130 pp. (Association of Indian Universities, AIU Hour, 16 Kotla Marg, New Delhi 110 002, India, $110 air mail, $100 surface mail.)

Annual membership directory of the Association of Indian Universities. Contains detailed descriptions of Indian universities and university-level institutions, including admissions requirements, degrees, length of programs, and grading scales. Recommended for purchase triennially.#

Ireland:

Irish Education: Its History and Structure. John Coolahan. Dublin: Institute of Public Administration, 1981. 329 pp. (Institute of Public Administration, 57-61 Lansdowne Rd., Dublin 4, Ireland.)

Describes the structure of Irish education from primary school to university.

Japan:

Japanese Colleges and Universities. 1987. Association of International Education, Japan, comp. and ed. Tokyo: Maruzen, 1987. 711 pp. (Import & Export Department, Maruzen Co., PO. Box 5050, Tokyo International 100-31, Japan, $50.)

Provides detailed information concerning national and public institutions of higher education in Japan. (A companion volume describing private institutions is planned.)

Middle East:

Academic and Technical Training Programs in Selected Middle Eastern and North African Countries. Washington, DC: AMIDEAST, 1985. 415 pp. (Available from AMIDEAST, address below, $29.50.)

Provides brief descriptions of short-term non-degree and long-term degree-level technical training programs in Egypt, Jordan, Lebanon, Morocco, Tunisia, and the Yemen Arab Republic.

Norway:

Norway: A Guide to the Admission and Academic Placement of Norwegian Students in North American Colleges and Universities. Clifford F. Sjogren and Lornie G. Kerr. New York: College Entrance Examination Board, 1985. 93 pp. (Available from College Board Publications, address below, #002040, $9.)

Report on the educational system of Norway, with placement recommendations.*

Sri Lanka:

Universities of Sri Lanka Handbook. Colombo: University Grants Commission, 1985. 206 pp. (University Grants Commission, 20, Ward Pl., Colombo 7, Sri Lanka, $6.50.)

Periodicals

These publications regularly provide information on foreign educational systems and institutions and on regulations governing foreign students in the United States:

The Chronicle of Higher Education. (Chronicle of Higher Education, PO. Box 1955, Marion OH 43305, 48 issues per year, $55 per year.)

Government Affairs Bulletin. (Available from NAFSA, address below, 8 issues per year, $24 members, $56 nonmembers, overseas add $10.)

Human Resource Developments in the Middle East and North Africa. (Available from AMIDEAST, address below, 4 issues per year, $30 per year.)*

NAFSA Newsletter. (Available from NAFSA, address below, 8 issues per year, $30 in United States, $35 in Canada and Mexico, $45 elsewhere.)*

The Times Higher Education Supplement. (Times Newspapers Ltd., Priory House, St. John's Lane, London EC1M 4BX, England, 52 issues per year, about $65 per year.)

World Education News and Reviews. (World Education Services, PO. Box 745, Old Chelsea Station, New York, NY 10113-0745, 4 issues per year, $25 per year, overseas $35 per year).

Publishers and Distributors

American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle, N.W., Suite 330, Washington, DC 20036.

AMIDEAST, 1100 17th St., N.W., Suite 300, Washington, DC 20036.

College Board Office of International Education, 1717 Massachusetts Ave., N.W., Washington, DC 20036.

College Board Publications, Box 886, New York, NY 10101.
When ordering, include the six-digit order number.

Commonwealth Secretariat Publications, Marlborough House, Pall Mall, London SW1Y 5HX, England.

EDRS (ERIC Document Reproduction Service), 3900 Wheeler Ave., Alexandria, VA 22304.
Telephone: 800-227-3742. Prices vary depending on length and form of copy, and can be confirmed via phone. "ED" numbers should be used when ordering.

Frank Severy Publishing Company, 3951 Kutcher Dr., Anchorage, AK 99516.

Gale Research Company, Book Tower, Detroit, MI 48226.

German Academic Exchange Service, 950 Third Avenue, New York, NY 10022.

Institute of International Education, 809 United Nations Plaza, New York, NY 10017.

John Wiley and Sons, Inc., EDC-Order Dept., 1 Wiley Drive, Somerset, NJ 08873.

National Association for Foreign Student Affairs, Publications Order Desk, 1860 19th St., N.W., Washington, DC 20009.
Enclose a check for the full amount when ordering NAFSA publications.

Stockton Press, 15 E. 26th St., New York, NY 10010.

United States Agency for International Development (U.S.A.I.D.), Washington, DC 20523.
Address correspondence to Miss Hattie Jarmon, Academic Adviser, Office of International Training.

National Association for Foreign Student Affairs
1860 19th St., N.W.
Washington, DC 20009

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FOREIGN STUDENT ADVISING: A BIBLIOGRAPHY

National Association for Foreign Student Affairs
Council of Advisers to Foreign Students and Scholars

The bibliography that appears below includes a selected list of works on the following major topics:

- International Education and Institutional Policy
- Management
- Program Planning and Funding Sources
- Financial Aid and Planning
- Data Management
- Rules and Regulations and Procedures Affecting Foreign Students and Scholars
- Counseling
- Orientation

Prices, where quoted, are current through spring 1988. Acronyms, where used, stand for the following:

ACE: American Council on Education
Division of International Education Relations
11 Dupont Circle, Suite 300
Washington, DC 20036

CIEE: Council on International Educational Exchange
Publications Department
205 E. 42nd Street
New York, NY 10017

IIE: Institute of International Education
Communications Division
Box BF
809 United Nations Plaza
New York, NY 10017

JB: Jossey-Bass, Inc.
433 California Street
San Francisco, CA 94104

NAFSA: National Association for Foreign Student Affairs
1860 19th Street, N.W.
Washington, DC 20009

For publications from the U.S. government, write:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9325

**Publications preceded by a double asterisk are recommended readings. All other references are general or cross-disciplinary in nature. This bibliography has been compiled by Jill Bulthuis, Interim Director of Field Service, NAFSA, and Robyn Hadley, former Graduate Assistant at the University of North Carolina, on leave from Somerville College, Oxford University, England.

International Education and Institutional Policy

Absence of Decision: Foreign Students in American Colleges and Universities (1983). Craufurd D. Goodwin and Michael Nacht. 49pp. (Available from IIE. Free while supply lasts.)
Assessment of how U.S. postsecondary officials respond to and handle ever-increasing numbers of foreign students. Based on interviews with legislators, college and university officials, and students.

**_Approaches to International Education_ (1984). Earl Bachman. 356pp. (Available from MacMillan Publishing Co., 866 Third Avenue, New York, New York 10022.)
A compilation of seventeen case descriptions of institutional approaches to international education.

**_Bridges to Knowledge: Foreign Students in Comparative Perspective_ (1984). Edited by Philip Altbach, Elinor G. Barber, and Robert G. Myers. 258pp. (Available from the University of Chicago Press, 5801 S. Ellis Ave., Chicago, Illinois 60637.)
Collection of articles presenting current data concerning the effects of foreign study on nations, institutions, and individuals.

**_College Students' Knowledge and Beliefs: A Survey of Global Understanding_. The Final Report of the Global Understanding Project (1981). Thomas Barrows et al. Educational Testing Service. 290pp. (Available from Change Magazine Press, New Rochelle, New York.)
Complete technical report of the ETS 1980 Global Understanding Student Survey.

**_Directory of Resources for International Cultural and Education Exchanges_ (1987). (Available from United States Information Agency, E/AE-Room 212, 301 4th St., S.W., Washington, DC 20547.)
An inventory of government and private organizations whose programs promote mutual understanding between Americans and people of other nations.

**_The Economics of Foreign Students_ (1988). IIE Research Report Number Eleven. Stephen P. Dresch. 23pp. (Available from IIE.)
Discusses the impact of foreign students and the changing economic context of U.S. higher education.

**_Educating Students from Other Nations_ (1983). Edited by Hugh M. Jenkins. (Available from JB. $19.95.)
Examines criteria for sound institutional policies and procedures with respect to recruitment, admissions, academic standards, counseling, cultural integration, and a broad range of other subjects.

**_Enhancing American Influence Abroad: International Exchanges in the National Interest_ (1983). 7pp. (Available from Liaison Group for International Educational Exchange, International Square, 1825 Eye St., Suite 475, Washington, DC 20006.)
Examines importance of international educational exchange to the security and competence of the United States in world affairs.

**_Expanding the International Dimension of Higher Education_ (1980). Barbara B. Burn. (Available from JB.)
Report prepared for the Carnegie Council of Policy Studies in Higher Education.

**_The Foreign Student Factor_ (1987). Lewis C. Solomon and Betty J. Young. 95pp. (Available from IIE.)
Examines issues related to the presence of foreign students in American colleges and universities. Data are used to discern trends between foreign and domestic students.

Foreign Student Flows (1985). Edited by Elinor Barber. 130pp. (Available from IIE. Single copy free.)
Report and conference papers from the 1984 Springhill conference on foreign-student policy issues.

**_Foreign Students and Institutional Policy: Toward an Agenda for Action_. A Report of the Committee on Foreign Students and Institutional Policy (1982). (Available from ACE.)

March 1989

BEST COPY AVAILABLE

Discussion of the costs and benefits arising from the presence of foreign students on U.S. campuses. Study provides the basis for the formulation of institutional policies with respect to foreign students.

Foreign Students and International Study: Bibliography and Analysis, 1984-1988 (1989). Philip G. Altbach and Jing Wang. 201pp. (Available from University Press of America, 4720 Boston Way, Lanham, MD 20706. $24.75 [hardcover], $14.50 [softcover].)

A selected, largely annotated bibliography of more than 500 entries drawn from books, graduate theses, reports, magazine articles, and governmental documents and divided among 31 topics.

***Global Guide to International Education* (1984). David Hooper. 704pp. (Available from Facts on File, 460 Park Ave. South, New York, New York 10010. $95.)

Listing of information on various areas and issues in international education, including secondary and elementary education, exchange, college and university programs, peace studies, funding, study abroad, geographical area and country studies, and country resources.

***Governmental and Institutional Policies on Foreign Students: Analysis, Evaluation, and Bibliography* (1986). Y. G-M. Lulat, Phillip Altbach, and David Kelly. Special Studies in Comparative Education, Number Sixteen. Comparative Education Center, State University of New York at Buffalo. (Available from Publications Division, Comparative Education Center, S.U.N.Y. at Buffalo, Amherst, New York 14260. $6.)

A bibliography and an extensive essay that provides a comparative overview of key topics in the area of foreign student policy.

Guidelines for College and University Linkages Abroad (1984). 19pp. (Available from ACE. $2.)

Prepared in response to requests from institutions of higher education interested in developing formal contacts with overseas institutions.

Higher Education in International Perspective: A Survey and Bibliography (1985). Philip G. Altbach and David H. Kelly. 583pp. (Available from Mansell Publishing Ltd., 950 University Avenue, Bronx, New York 10452.)

Addresses international and comparative trends in higher education since the mid-1960s throughout the world in two essays and bibliography.

Immigration Statistics: A Story of Neglect (1985). K. Hill, D. Levine, and R. Warren. (Available from National Academy Press, 2101 Constitution Avenue, N.W., Washington, DC 20418)

Information includes: the diversity of data needs/sources for immigration policy, a historical overview of U.S. immigration policy, and an in-depth analysis of the Immigration and Nationalization Service.

"International Education: A Review of the Issues" (1984). Charlotte T. Morgan. *Graduate Studies Journal*, Vol. 2, pp. 77-86. (Available from Department of Adult Education, University of the District of Columbia, 724 Ninth Street, N.W., Rm. 200, Washington, DC 20001.)

Discusses issues surrounding the rapid increase of international students attending American colleges and universities. Observes institutional planning concerns, such as curriculum, student life, support services, faculty recruitment, and student recruitment.

***International Exchange Locator* (1988). 105pp. (Available from the Liaison Group for International Educational Exchange, 1825 Eye Street, N.W. Suite 475, Washington, DC 20006.)

Information on: national exchange organizations and educational organizations with special interests in exchanges; federal agency officials concerned with exchange matters; and congressional committees that control federal exchange policy.

Internationalizing the Curriculum and the Campus: Guidelines for AASCU Institutions (1983). Maurice Harrari. (Available from the American Association of State Colleges and Universities, One Dupont Circle, N.W., Suite 700, Washington, DC 20036. $4.)

Presents categories for determining degree of internationalization, results of AASCU survey, recommendations for implementing a variety of curricular approaches, guidelines for internationalizing the campus as a whole, and an appendix listing funding sources for international programs.

***Open Doors 1987-88* (1988). 174pp. (Available from IIE. ISBN 87206-163-9. $32.95.)

IIE's annual report on international educational exchange. Census includes statistical report with text on national origin, sources of financial support, fields of study, enrollments, and rates of growth in colleges and universities nationwide.

***Principles for International Educational Exchange* (1983). 14pp. (Available from NAFSA. Single copy free.)

Designed for use by institutional leaders in developing policy for their institutions.

***Standards and Responsibilities in International Educational Interchange* (1979). 21pp. (Available from NAFSA. $2.95.)

Designed for policymakers and policy implementers in response to the need for comprehensive guidance in establishing and maintaining programs in international student education.

A Survey of Policy Changes (1987). William J. McCann, Jr. 12pp. (Available from IIE. Single copy free.)

Report on changes in public higher education policies toward foreign students from 1983 to 1985.

***What We Don't Know Can Hurt Us* (1983). 15pp. (Available from ACE. $3.)

Traces decline in support for international education, contrasting it with growing need for national competence in economic and political relationships.

While You're in Washington and New York, Get Me and My College an International Studies Grant: A Guide to Publications That Can Help the Quest (1984). Walter T. Brown. 11pp. (Available from the Council for Intercultural Studies and Programs, Suite 9H, 777 United Nations Plaza, New York, New York 10017.)

Bibliography of recent materials available for faculty and curriculum development in international/intercultural studies.

Management

Building the Professional Dimension of International Education (1987). Edited by Joy M. Reid. (Available from Intercultural Press, PO. Box 768, Yarmouth, Maine 04096. $17.95.)

Collection of papers on managing international education operations.

Chairing the Academic Department (1984). Allan Tucker. 336pp. (Available from MacMillan Publishing Company, 866 Third Avenue, New York, New York 10022. $24.95.)

Discusses the various aspects of managing an academic department with insights as to how academic institutions are structured.

***The Effective Administrator. A Practical Approach to Problem Solving, Decision Making and Campus Leadership* (1984). Donald E. Walker. 208pp. (Available from JB.)

Analysis of the political nature of the campus community, elaborating on the wisdom of a diplomatic approach toward administration. Draws on Walker's personal experiences.

The Executive's Illustrated Primer of Long-Range Planning (1981). 175pp. (Available from Prentice Hall Press, Prentice Hall Building, Sylvan Avenue, Englewood Cliffs, New Jersey 07632.)

A manager-oriented approach to long-range planning that explains in a light-hearted but conceptually sound manner what long-range planning is, why it needs to be done, how it is effectively implemented in the organization, its benefits and pitfalls, and how to know when it's being done correctly.

***Getting to Yes* (1981). Roger Fisher and William Ury. (Available from Houghton Mifflin Company, One Beacon Street, Boston, Massachusetts 02108.)

Discusses negotiating strategies.

How to Get Control of Your Time and Life (1973). Alan Lakein. Available from New American Library, 1633 Broadway, New York, New York 10019.)

Exercises in time management.

How to Manage Change Effectively (1986). Donald L. Kirkpatrick. (Available from JB. $22.95.)

Explanation of why change is a constant element in the successful organization, the kind of changes managers encounter, what role managers should assume during change, and how to deal with problems during the process.

****In Search of Excellence—Lessons From America's Best-Run Companies* (1982). Thomas J. Peters and Robert H. Waterman, Jr. (Available from Warner Books, Inc., 666 Fifth Avenue, New York, New York 10103.)

Provides insights into successful businesses, showing unique approaches to problem solving and the importance of keeping things simple. The insights learned here expand one's own thinking and help one develop strategies for successful program planning and administration.

"Management Education for Changing International Environment" (1983). John Hutton. *Management Education and Development*. Vol. 14, no. 1 (spring 1983), pp. 58-67.

Suggestions for management development programs that can expose managers to the international environment.

Program Planning and Funding Sources

****Evaluations Handbook for Cross-Cultural Training and Multi-Cultural Education* (1979). George Renwick. (Available from Intercultural Press, P.O. Box 768, Yarmouth, Maine 04096. $4.95 plus postage.)

Handbook for workshop planning and instrument development and use.

****Foreign Alumni: Overseas Links for U.S. Institutions* (1980). 32pp. (Available from NAFSA. Free. Postage and Handling: $2.)

A guide to assist campuses in initiating foreign alumni programs. Includes an examination of the extent to which U.S. colleges and universities are involved in foreign alumni programs and construction of a model that can be used by diverse institutions.

****Funding Opportunities through the National Association for Foreign Student Affairs, 1986-87* (1987). (Available from NAFSA. Free.)

Brochure includes information on NAFSA's grant programs, types of projects eligible for funding, and application deadlines and funding cycles.

Go ETC—Educational Travel Connection. (Available from Education Travel Connection, 3 Crestway Rd./Knollcrest, Dept. 1M, New Fairfield, Connecticut 06812.)

Database for information on trips abroad. Approximately 75 educational travel organizations and 800 colleges and universities offering trips are listed. Menu includes translators, worldwide weather, visa information, rental cars, etc.

****International Funding Guide. Resources and Funds for International Activities at Colleges and Universities* (1985). 167pp. (Available from the American Association of State Colleges and Universities, One Dupont Circle, N.W., Suite 700, Washington, DC 20036.)

Compilation of resources designed to assist colleges and universities seeking support for their international educational activities.

Living and Learning for International Interchange: A Sourcebook for Housing Personnel (1986). Edited by Richard F. Reiff. 28pp. (Available from NAFSA. $4.95.)

Practical suggestions for programming and staff development. Supplemental reading for workshops, training seminars, and courses for housing personnel. A model for cooperation and collaboration between foreign student advisers and residence life staff.

Model International Student Involvement Programs (1985). 11pp. (Available from NAFSA. Free. Postage and Handling: $1.50.)

A categorized, annotated list of all enrichment projects funded by NAFSA's Cooperative Grants Program. Each project has been designed to serve as a model for adaptation and duplication in other settings.

National Science Foundation Guide to Programs (1989). (Available from the NSF-Superintendent of Documents, 1800 G Street, N.W., Washington, DC 20550. Order No. SN 038-000-00514-6. $5.)

Catalog of NSF funding-programs, including international cooperative scientific activities.

Principles for Practical Training Experiences for Foreign Students (1982). 8pp. (Available from NAFSA. Single copy free.)

Objectives and operational guidelines for practical training programs. A guide for the design and implementation of practical training experiences following academic training.

"A Review of Proposals to Strengthen Foreign Language and International Education" (1986). Mary Allison. *Foreign Language Annual*. Vol 19, no. 6 (December 1986), pp. 533-536.

Review of eight program proposals for improving and strengthening foreign language and international education programs. Indicates a need for strong federal role in terms of programs of grants for elementary, secondary, and post-secondary levels of study.

"Selected Problems of International Cooperative Education: The USA As Sender and Receiver of Study-Abroad Students" (1984). Wendy Geringer and Barbara R. Hellen. *Journal of Cooperative Education*. Vol. 20, no. 3 (spring 1984), pp. 41-52.

Illustrates the difficulties of American students overseas and of foreign students in the United States. Describes the implementation of one international cooperative program between the United States and a developing country and demonstrates some of the ingredients of a successful cooperative arrangement.

Specialized Study Options USA, 1986-88. A Guide to Short-term Educational Programs in the United States for Foreign Nationals (1986). Volume 2: Professional Development. Second Edition. 231 pp. (Available from IIE. $19.95.)

Information is provided on nearly 500 short-term professional development programs offered in the United States that are open to or intended for non-U.S. students. The programs require at least an associate's degree or a corresponding level of academic or nonacademic study for admission.

U.S. Department of Education, International Studies Branch. (7th and D Streets S.W., Room 3916, Washington, DC 20202.)

****Foreign Language and Area Studies.* Designed to assist higher education institutions, state departments of education, and private nonprofit educational organizations to strengthen and improve their programs in modern foreign languages and area studies through overseas projects in research, training, or curriculum development.

****Undergraduate International Studies and Foreign Language Programs.* Grants to help institutions improve international studies instruction.

Financial Aid and Planning

****Financial Aid Available to Students and Scholars from the People's Republic of China* (1987). Linda Reed. 163pp. (Available from NAFSA. $7.50.)

Provides general information about procedures for identifying and applying to appropriate sources of financial aid. Lists possible sources of support in specific fields of study.

Financial Planning for Study in the U.S.: A Guide for Students from Other Countries (1984). (Available from College Board Publication Orders, Box 2815, Princeton, New Jersey 08541.)

Financial Resources for International Study: A Selected Bibliography (1985). 32pp. (Available from IIE. Single copy free; $35 per 100.)

Sources of financial aid for U.S. students planning international study and foreign students planning to study in the United States.

Selected List of Major Fellowship Opportunities and Aids to Advanced Education for Foreign Nationals. (Available from Fellowship Office of the National Academy of Sciences, National

Research Council, 2101 Constitution Ave., N.W., Washington, DC 20418. Free.)

Resources for graduate study and research.

Data Management

****Campus Computing Strategies* (1983). John W. McCredie. 316pp. (Available from Digital Bookstore, 12 Crosby Drive, Bedford, Massachusetts 01730. $26.)

Monograph describes planning for information processing technology at ten colleges and universities of various kinds and sizes. A summary of the contents of this book appears in the *EDUCOM Bulletin*, "Strategies for Campus Computing," pp. 20–21, summer 1982.

"Campus Information Processing: A New Wave." John W. McCredie. *The Educational Record*. Vol. 62, No. 4 (fall 1981), pp. 6–11.

****Computer Systems for International Education* (1985). 41pp. Prepared by Interassociational Committee on Data Collection. (Available from NAFSA. $4.95.)

Helps institutions develop integrated information systems to process foreign student data. Includes system design, coding systems for foreign countries and fields of study, methods of collecting foreign student data, and a model foreign student information system.

"Implications of Advances in Information Science and Technology for Institutions of Higher Learning" (1981). *EDUCOM Bulletin*, P.O. Box 364, Princeton, New Jersey 08540. Vol. 16, no. 1 (spring 1981), pp. 1–18.

Two articles about the impact of technological change on society and the unique role colleges and universities play, including a survey of the North Carolina Education Computing Service.

"An Open Letter to NAFSA Members." James R. Graham. *NAFSA Newsletter*. June 1984. (Available from NAFSA.)

"Riding the Wave of the New Information Technologies: The Administrator's Role" (1981). Joseph Lison. *EDUCOM Bulletin*. Vol. 16, no. 4 (winter 1981), pp. 7–11.

Description of computer information technologies and issues college administrators will face. Includes recommendations.

VTIS-Virginia Tech International Faculty and Student Data Base (1985). B. LaBerge. (Available from B. Laberge, 100 Sandy Hall, Virginia Polytechnic Institute and State University, Blacksburg, Virginia 24061.)

Describes and provides a fully relational data-base management system to store and retrieve information on international students and faculty.

Rules and Regulations and Procedures Affecting Foreign Students and Scholars

The Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars (1989). Edited by Eugene H. Smith and Gary Althen. (Available from NAFSA. $45 to nonmembers, $30 to members)

An indispensable reference that addresses both immigrant and nonimmigrant classifications and status, with particular attention to F and J student status.

Bender's Immigration and Nationality Act Pamphlet (1987). Bari Chase and Juliet T. Rintoul, managing editors. (Available from Matthew Bender and Company, Inc., 1275 Broadway, Albany, New York 10001. $35.)

Complete compilation of the Immigration and Nationality Act, including amendments enacted into law during 1986.

Code of Federal Regulations. Published by the Office of the Federal Register, Washington, DC.

*Title 8, "Aliens and Nationality" (1988). $11. Order #869-004-00026-0

*Title 20, "Employees' Benefits. Parts 500-end" (1988). $24. Order #869-001-00058-9

*Title 22, "Foreign Relations" (1988). $19. #869-001-00068-6

Individual titles of the *Code of Federal Regulations* are updated annually and are available from the Superintendent of Documents, U.S. Government Printing Office.

****Diplomatic List* (1988). U.S. Department of State, Washington, DC. $7.50. Order #744-004000000-4. (Available from the U.S. Government Printing Office.)

Lists foreign diplomats posted in the United States.

Foreign Affairs Manual. Volume 9 (parts 1–4). (Available from Department of State, Distribution Branch, FAIM/PS/DS, Room B-845, Washington, DC 20520. $217.50.)

Contains the Department of State's interpretations and policy instructions, updated as changes occur, regarding visa issuance.

Immigration Law (1988). Abridge edition. Charles Gordon and Ellen Gittel Gordon. (Available from Matthew Bender and Company, Inc., 1275 Broadway, Albany, New York, 12201. $95.)

Immigration Law and Defense. The Immigration Project of the National Lawyers Guild (1987). Second edition. (Available from Clark Boardman Company, Ltd., 435 Hudson Street, New York, New York 10014. $75.)

"Instructions for Filing Applications for Alien Employment Certification for Permanent Employment in the United States." (Available from U.S. Department of Employment Training Administration, Division of Foreign Labor Certification, 200 Constitution Avenue, N.W., Washington, DC 20210.)

Contains the application form for a labor certification. Also available through state employment service offices.

Interpreter Releases. Federal Publications, Inc., 1120 20th Street, N.W., Suite 5005, Washington, DC 20036. Annual subscription rates are $315 for individuals, $250 for government agencies, libraries, schools, and nonprofit organizations. First class mail delivery is additional $50.

Interpreter Releases, published four times per month, contains updates on immigration and related matters, analyses of immigration legislation and regulations, and reprints of significant laws, regulations, and policy.

****Key Officers of Foreign Service Posts. Guide for Business Representatives* (1988). Publication 7877. 76pp. (Available from Superintendent of Documents, U.S. Government Printing Office. $1.75.)

Guide lists key officers at Foreign Service posts whom American representatives should contact.

****Monthly Visa Bulletin*. U.S. Department of State, Bureau of Security and Consular Affairs. (Available from Visa Office, Department of State, Washington, DC 20520.)

Monthly bulletin summarizing the availability of immigrant numbers during the current month.

****NAFSA Government Affairs Bulletin*. (Available from NAFSA. Annual subscription rates are $24 for NAFSA members, $56 for nonmembers. Overseas subscribers pay an additional $10 mailing fee.)

A periodic compendium of news and information regarding immigration and other government-related actions and decisions that affect educational exchange.

****1989 Immigration Procedures Handbook. A How-To Guide for Legal and Business Professionals* (1988). Austin T. Fragomen, Alfred J. Del Rey, and Steven C. Bell. (Available from the Clark Boardman Immigration Law Library, Clark Boardman Company, Ltd., 435 Hudson Street, New York, New York 10014. $91.95)

Guide for preparing immigration papers for persons required to deal with the Immigration and Naturalization Service. Concisely covers requirements for classification and application in many visa categories. Discusses both immigrant and non-immigrant INS procedures.

Operations Instructions, Regulations and Interpretations. U.S. Immigration and Naturalization Service. $196. Order #927-002-00000-1. (Available from the U.S. Government Printing Office.)

Collection of INS directives and policy interpretations, updated as changes occur.

**"Social Security Coverage of Foreign Students and Exchange Visitors." Social Security Administration. Baltimore, Maryland. (Available through local Social Security Administration offices.)

Special Update: 1986 Immigration and Nationality Acts (1987). Lawrence B. Kleinman for the National Immigration Project, National Lawyers Guild. (Available from the Clark Boardman Company, Ltd., 435 Hudson Street, New York, New York 10014. $35.)

**"Tax Information for Visitors to the U.S." Publication 513. U.S. Internal Revenue Service. Available from local IRS offices. Free.

Withholding of Tax on Nonresident Aliens and Foreign Corps (1988). Publication 515, U.S. Internal Revenue Service. (Available from local IRS offices or IN:C:TPS, 950 L'Enfant Plaza S., S.W., Washington, DC 20024. Free.)

Counseling

"Adaptive Social Patterns of Foreign Students" (1977). G.L. Hendricks and K.A. Skinner. *Journal of College Student Personnel.* Vol. 18, no. 1, pp. 124-127.
Examination of social and economic behavior of foreign students to reveal coping strategies.

"Campus Mental Health: The Foreigner at Your Desk" (1977). Ken Huang. *Journal of the American College Health.* Vol. 25, no. 3 (February 1977), pp. 216-219.
Discusses dilemmas of a mental health counselor faced with a person making a difficult cultural adjustment while trying to meet the academic and social standard of the college environment.

"A Comparison of International and U.S. Students' Preferences for Help Sources" (1986). Frederick T.L. Leong and William E. Sedlacek. *Journal of College Student Personnel.* Vol. 27, no. 5 (September 1986), pp. 426-30.
Examination of foreign and American students' preferences for counseling.

***Counseling Across Cultures* (1981). Revised edition. 369pp. Joseph Trimble, Paul Pedersen, Walter J. Lonner, and Juris Dreguns. (Available from the University of Hawaii Press, 1881 East-West Rd., Honolulu, Hawaii 96822.)
Review of the literature dealing with intercultural counseling and discussion of successful and unsuccessful counseling methods.

Counseling Handbook, A.I.D. (Available from University Relations Officers, Office of International Training, Agency for International Development, Department of State, Washington, DC 20523.)
Handbook for campus advisers to A.I.D. participants.

***Crisis Management in a Cross-Cultural Setting* (1987). Patricia A. Burak. 58pp. (Available from NAFSA. $6.95.)
Offers guidance to those working in a cross-cultural setting as preparation for handling emergency or crisis situations.

"Differential Attitudes of International Students Toward Seeking Professional Help" (1982). S. Dadfar and M.L. Friedlander. *Journal of Counseling Psychology.* Vol. 29, no. 3 (May 1982), pp. 335-338.

***The Handbook of Foreign Student Advising* (1983). Gary Althen. 208pp. (Available from Intercultural Press, Inc., P.O. Box 768, Yarmouth, Maine 04096. $21.95 [hardcover], $16.95 [softcover], plus shipping and handling.)
Handbook emphasizing theoretical and practical matters in foreign student advising from various aspects of daily work to the conceptual setting in which foreign student advisers work. Based on a foreign student adviser's personal experience.

"Helping Campus Personnel Help Foreign Students: A Counseling Simulation." Joan Vigusin. *Humanist Educator.* Vol. 20, no. 3, pp. 134-142.
Describes foreign student isolation on American campuses and suggests a training model to educate campus personnel and students to deal effectively with each other.

Helping Them Home: A Guide for Leaders of Professional Integration and Reentry Workshops (1988). Margaret D. Pusch and Nessa Loewenthal. 27 pp. (Available from NAFSA. $4.95.)
Detailed training modules cover a sojourner's total experience from arrival in a foreign country to the return home.

***Professional Integration: A Guide for Students from the Developing World* (1984). Edited by Mary Ann G. Hood and Kevin J. Schieffer. 143 pp. (Available from NAFSA. $6.95.)
Papers by academicians and administrators address the problems of students from the developing world educated in the United States in making the transition from academic training to professional careers in the students' home countries.

***"The Recognition and Use of Natural Support Systems in Cross-Cultural Counseling" (1985). R.E. Pearson. Pages 299-306 in *Handbook of Cross-Cultural Counseling and Therapy.* Edited by P. Pederson. (Available from Greenwood Press, P.O. Box 5007, Westport, Connecticut. $21.95 [softcover] plus shipping and handling.)

The Risks and Realities of Health Insurance: A Guide for Advisers of Foreign Students and Scholars (1988). 12pp. (Available from NAFSA. Single copy free.)
Covers a variety of topics concerning health insurance coverage for foreign students.

"The Student Development Professional and the Foreign Student: A Conflict of Values?" (1982). Kathyrn E. Story. *Journal of College Student Personnel.* Vol. 23, no. 1 (January 1982), pp. 66-70.
Author discusses conflicts between values inherent in theories of college-student development and those of foreign student populations and recommends ways to help the student development professional be a resource.

"Transition Shock: Putting Culture Shock in Perspective" (1977). J. Bennett. In *International and Intercultural Communication Annual.* Vol. 4 (December 1977), pp. 45-52. (Available from Speech Communication Association, 5105 Backlick Road, Annandale, Virginia 22003.)

Orientation

"The Adaption of Foreign Students: Students Views and Institutional Implications" (1986). P.S. Hikinheimo and J.C.M. Schute. *Journal of College Student Personnel.* Vol. 27; no. 5 (September 1986), pp. 399-406.
Using qualitative methodology, determined that foreign students find language skill, academic issues, and social interaction the most difficult adjustment problems.

American Cultural Patterns: A Cross-Cultural Perspective (1975). Edward C. Stewart. (Available from Intercultural Press, P.O. Box 768, Yarmouth, Maine 04096. $6.95.)

Cross-Cultural Encounters: Face-to-Face Interaction (1981). Richard W. Brislin. 372 pages. (Available from Pergamon Press, Inc., Maxwell House, Fairview Park, Elmsford, New York 10523. $19.95.)
Study of cross-cultural face-to-face encounters through the integration of the diverse research literatures and insights of practitioners.

***Cross-Cultural Orientation: A Guide for Leaders and Educators* (1984). 150pp. (Available from the Experiment Press, The Experiment in International Living, Kipling Road, Brattleboro, Vermont, 05301-0676. $12.)
Orientation guide for individuals intending to participate in an exchange program.

Culture, Learning, and the Disciplines: Theory and Practice in Cross-Cultural Orientation (1988). Edited by Josef A. Mestenhauser et al. 184pp. (Available from NAFSA. $12.95.)
Eighteen essays assess the theory and practice of orientation. The writers draw from diverse sources to present many practical suggestions for organizing orientation programs.

English Language and Orientation Programs in the United States (1984). 160pp. (Available from IIE. ISBN 87206-126-4. $8.95.)
Directory of English language and orientation programs offered to foreign students admitted to U.S. postsecondary institutions.

***The Foreign Student in Your Classroom** (1965). Clara L. Simerville. 11pp. (Published by Oregon State University Press, 101 Waldo Hall, Corvallis, Oregon 97331.)

Brochure for instructors of foreign students. Discusses issues of student adaption in which the instructor can play influential role.

Getting the Whole Picture: A Student's Field Guide to Language Acquisition and Culture Exploration (1984). 229pp. (Available from the Experiment Press, The Experiment in International Living, Kipling Road, Brattleboro, Vermont 05301-0670. $12.)

Activity book that assists both incoming foreign visitors and outbound U.S. students to make the most of their intellectual experience.

***Orientation of Foreign Students** (1980). 11pp. Edited by Gary Althen. (Available from NAFSA. $1.95.)

This guide examines the problem of providing orientation for foreign students attending U.S. universities. Ideas and suggestions for the design and conduct of orientation programs are provided.

"Theories and Methods in Cross-Cultural Orientation" (1986). Edited by Judith Martin and Dan Landis. *International Journal of Intercultural Relations.* Vol. 10, no. 2 (August 1986). (Available from Intercultural Press, P.O. Box 768, Yarmouth, Maine 04096. $9.95.)

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